

# VSE MyHR

# Quick Reference Guide

## Punching In and Out on Day 1 – Hourly Associates



- *Welcome to MyHR! The purpose of this guide is to walk through the simple steps to log-in and punch in and out of the MyHR system*

### Applicable For:

- Hourly- Remote Employees only
- URL or Mobile App
- Individual Workstation

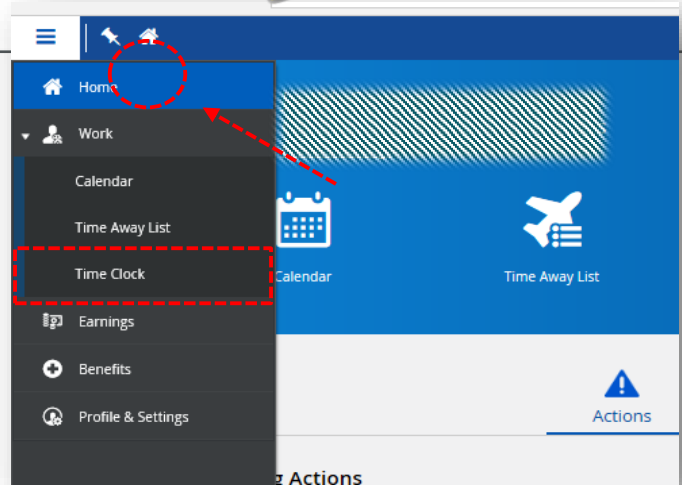
### 1 Log-in to MyHR

- First, log in to your employee profile
- From your desktop browser click on this link: <https://dayforcehcm.com/vse>
- Enter your User Name and Password

**Make sure to add this link to your browser favorites!**

### 2 Navigate to the Time-clock

- From Home screen, click on your navigation panel
- Open Work
- Select 'Time Clock' from the drop-down menu



### 3 Punch In!

- Use the clock to Punch in, out, and record all applicable times directly on your Timesheet

**Add 'Time Clock' to your MyHR favorites menu by clicking 'edit' on your home page!**

